

**New Service: Allow park coordinators to change applications to draft and return to investigator, providing no permit has been issued.**

The purpose of this service is to give parks the option of returning an application to the applicant for further editing. Perhaps an application provides insufficient information, or perhaps in the course of review it becomes clear that the research proposal will need significant modification. Through this service parks may return a submitted application to draft status. Once an application is returned to draft status it will no longer be accessible by the park, and will be available to the applicant. The applicant will be able to edit the draft application and resubmit it to the park. This service is only available for those applications for which no permit has been issued (pending review or under review). Access to this service is limited to NPS staff who have been assigned RPRS Coordinator permissions.

Access the RPRS: <https://irma.nps.gov/rprs/>

Access your park's applications: The simplest way is to click on the "Pending Applications: Open and Review" panel found in the Coordinator dashboard.

Select a Park	William Howard Taft National Historic Site (WIHO) ▼	View Park Profile
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Pending Applications: Open and Review (4)				
	Park	Investigator	Study Title	Date Submitted
<input checked="" type="checkbox"/>	WIHO	invest2, rprs	Investigator 2 test application	12/22/2015 16:44:25 ...
<input checked="" type="checkbox"/>	WIHO	admin, rprs	Test Admin account - submit application	12/22/2015 17:14:46 ...
<input checked="" type="checkbox"/>	WIHO	invest1, rprs	invest2 submit for invest1 through agent service	12/23/2015 14:56:54 ...
<input checked="" type="checkbox"/>	WIHO	invest1, rprs	Test to see if this app is discoverable by agent	01/04/2016 18:14:29 ...

Open the application:

## Application Profile

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### Under Review

Change Status

Select... ▼ ⓘ

Review Period Starts

12/23/15

Review Period Ends

02/22/2016 ⓘ

Click on the Change Status option box. Select "Draft". The application will be returned to draft. The draft application will no longer be accessible to the park. The draft application will be accessible to the applicant who may edit and resubmit the application. When an application is returned to draft, the applicant will receive a notification email. The email template is shown below:

[First name, Last name of applicant]

Your application [application number] has been returned to draft. You may access your draft application from your Investigator Dashboard panel labeled “Applications: Drafted But Not Yet Submitted”. Generally parks return an application to draft status when they need additional information. Please check with the park for additional information:

Park research coordinator contact information for [park name]

Research Coordinator:

Email:

Phone:

Fax:

Address:

RPRS web address: <https://irma.nps.gov/rprs/>

The applicant may access the draft application from their account: click on the panel labeled “Applications Drafted, But Not Yet Submitted”

